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**Town of New Haven**  
**PLANNING COMMISSION SPECIAL MEETING**  
**New Haven Town Office**  
**Monday, October 28, 2024**  
**Meeting Minutes**

**[Approved by unanimous voice vote at December 9, 2024 PC meeting.]**

**Planning Commission (PC) Members Present:** In person: Kathy Cahill, Maggie Eaton;  
remote: Benj Putnam, Bev Landon

**Absent:** Rob Litch

**Staff Present:**

Peggy Connor, Zoning Administrator & Minutes

**Visitors Present:**

None.

**I. Call to Order:**

Kathy Cahill called the meeting to order at 7:04 p.m.

**1. Adjustments to Agenda**

- Defer agenda item III. C.: Review Chapter 7 Goals and Objections (Rob)

**2. Visitors' Business**

None.

**II. Zoning Administrator Report**

- Addison County Regional Planning Commission (ACRPC) GIS Data Manager Hannah Andrew submitted the changes requested by PC members at their previous meeting on the Transportation & Facilities Map for review.
- During the Town of Morristown's process of updating its zoning and subdivision regulations, Morristown ZA Todd Thomas asked fellow zoning administrators for examples of density bonus regulations adopted by other towns. After sharing New Haven's zoning regulations regarding density based zoning, Morristown plans to use Section 400 of New Haven's Zoning and Subdivision Regulations on affordable housing as a model.

**III. Continue Reviewing Update of Town Plan:**

**A. Update from Maggie re: ACRPC Maps**

Maggie reached out to ACRPC Emergency Management Planner Andrew L'Roe who advised that the maps provided by the commission are required under 24 V.S.A. §4382.

The 12 required elements of a Town Plan can be found on pages 105-106 of the State Planning Manual on the Agency of Commerce and Community Development's website:

<https://accd.vermont.gov/community-development/town-future/municipal-planning-manual>

PC members agreed that maps contained within the Town Plan on pages 37-42 should be moved to corresponding chapters as follows:

- Conserved Lands Map: move to Chapter 6 (Land Use)
- Agricultural Soils Map: move to Chapter 5 (Natural Resources)
- Habitat Map: move to Chapter 5 (Natural Resources)
- Vt. Conservation Design: Overall Priorities Map: move to Chapter 5 (Natural Resources)
- Watershed Map: move to Chapter 5 (Natural Resources)
- Transportation and Facilities Map: move to Chapter 4 (Transportation)

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**B. Review Energy Plan Description: pp. 49-50 (Maggie)**

PC members agreed to substitute language proposed by Maggie Eaton summarizing sections of the Enhanced Energy Plan on page 48, and rename "Introduction to Enhanced Energy Plan."

**C. Review Chapter 7 Goals and Objectives (Rob)**

Rob Litch was not in attendance; therefore, PC members agreed to defer discussion until their next meeting.

**D. Photography Credits (Rob)**

PC members agreed to review all photographs contained in the Town Plan at the end of the updating process and then decide on placement and wording of photo credits. In the meantime, photographs contributed by Kim Callahan will be credited to Kim, and others taken by staff will be credited as staff photos.

**E. Discussion/Decision to Include Implementation Matrix**

Noting that one of the Required Elements in the State Planning Manual includes: "7. A recommended program for the implementation of the objectives of the development plan," Kathy Cahill volunteered to work with ZA Peggy Connor to draft a narrative that might replace the matrix, to be considered at the Planning Commission's next meeting.

**F. Begin Review of Goals and Objectives for Each Chapter**

PC members agreed to the following changes to Goals and Objectives in Chapters 1-7:

- Chapter 1, p. 9, Goal 2: Substitute "To provide" with "Encourage."
- Chapter 2, p. 12, Objective A: Substitute "Allow" with "Support."
- Chapter 2, p. 12, Objective B: Substitute "Allow" with "Encourage."
- Chapter 3, p. 20, Goal 1 to read: "To manage the rate of industrial, commercial, and residential growth in accordance with the Town's capacity to provide services (i.e., fire, road maintenance, trash/recycling, school).
- Chapter 3, p. 20: Delete Objectives A and B; substitute with Objective A to read: "Ensure rate/size of growth is commensurate with small village and rural character of the Town. Ensure zoning regulations are tailored to an appropriate rate of growth." Substitute Objective B to read: "Monitor level of services in Town and build appropriate capacity as needed."
- Chapter 4, p. 23, Goal 1: Substitute "provide" with "promote."
- Chapter 4, p. 23, Objective F. to read: "Promote and encourage use of public transportation and carpooling by maintaining and creating designated park and ride sites and electric vehicle charging stations at appropriate locations."
- Chapter 4, p. 23, Objective G: Sentence to begin: "Support and expand opportunities for pedestrian...."
- Chapter 5, p. 25, Goal 1 to read: "Encourage efforts to improve the quality of water in Otter Creek, the New Haven River and Little Otter Creek."
- Chapter 5, p. 25: Delete Objective F; re-letter following Objectives.
- Chapter 5, p. 26: Delete Objective I; move Objective J to Chapter 6 on Land Use
- Chapter 6, p. 30: Add Objective H: "Identify and promote appropriate rehabilitation, maintenance, continued use, and/or adaptive reuse of historic structures."

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**IV. Next Steps for Planning Commission Meeting on November 11, 2024**

- Continue review of Goals and Objectives for Chapters 6 and 7\* (\*Rob)
- Review proposed language related to Implementation Matrix (Kathy and Peggy)
- Review Reporting Form required by the Vermont Agency of Commerce and Community Development Department of Housing and Community Development. This report is in accordance with 24 V.S.A. §4384(c):  
[https://outside.vermont.gov/agency/ACCD/ACCD\\_Web\\_Docs/CD/CPR/Resources-and-Rules/CPR-Bylaw-ReportingForm.pdf?\\_gl=1\\*1uieth2\\*\\_ga\\*ODU4NDIwOTAuMTcxOTkzMDk4Mw..\\*\\_ga\\_V9WQH77KLW\\*MTczMDIxMDgxNi4yLjEuMTczMDIxMDgyMC4wLjAuMA..](https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/CPR/Resources-and-Rules/CPR-Bylaw-ReportingForm.pdf?_gl=1*1uieth2*_ga*ODU4NDIwOTAuMTcxOTkzMDk4Mw..*_ga_V9WQH77KLW*MTczMDIxMDgxNi4yLjEuMTczMDIxMDgyMC4wLjAuMA..)
- Consider public hearing date to be warned in accordance with §§441(d) and 4444.

**V. Approve PC Meeting Minutes for October 14, 2024**

Maggie Eaton moved to approve meeting minutes for October 14, 2024; Benj Putnam seconded. **MOTION PASSED** with 4 in favor (K. Cahill, B. Putnam, M. Eaton, B. Landon), 0 opposed.

**Adjourn**

Maggie Eaton moved to adjourn; Kathy Cahill seconded. **MOTION PASSED** with 4 in favor (K. Cahill, B. Putnam, M. Eaton, B. Landon), 0 opposed.

Meeting adjourned at 8:25 p.m.

Respectfully submitted,  
Peggy Connor, Zoning Administrator